Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution   **Harrison College—Indianapolis Northwest**

Name of Program   **Medical Reimbursement Technology**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   **AAS**

Name of Person Preparing this Form   **Jeffrey Biltz**

Telephone Number   **317-447-6063**   **Application Type**

Date the Form was Prepared   **7/6/2015**   **Initial**   or   Renewal
(Revise date after any revision)   Revised: 8/27/2015

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program seeks to provide students with the knowledge and skills needed to apply coding classification systems for billing medical professional services to insurance companies, maintaining patient accounts and performing billing procedures for optimal claim reimbursement. Students will be trained to utilize medical office software programs to input patient insurance and registration data, manage health information files, schedule appointments and submit electronic claims forms. Emphasis will be placed on the importance of compliance with state and federal regulations and managed care policies. A high degree of accuracy and a working knowledge of medical terminology, diseases and treatments are important skills for this profession.

PROGRAM OBJECTIVES
Upon graduation, students will be able to:
1. Perform administrative aspects of health care providers' business operations.
2. Prepare accurate health claims for medical reimbursement.
3. Manage accurate patient records complying with scope of legal and regulatory boundaries.
4. Audit and interpret medical information for efficient reporting to appropriate agencies.
5. Conduct self in ethical and professional manner while functioning as an integral member of the health care team.
6. Prepare to take professional credentialing exam and demonstrate a commitment to lifelong learning through professional development to ensure up-to-date knowledge.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: _____ **Medical Reimbursement Technology**

Total Course Hours: **94**   Check one: Quarter Hours   **X**

Semester Hours

Clock Hours

Tuition : **$37,600**   Length of Program: **24 Months**

<u>**SPECIALTY COURSES**</u>:

Course Number	Course Title	Course Hours
HIM1220	Introduction to Health Information Management	4
INS1220	Basic Insurance	4
INS2000	Coding Systems	4
INS2150	Billing Processes and Procedures	4
INS2200	Coding Systems II	4
INS2300	Introduction to Hospital Billing	4
INS2400	Reimbursement Management	4
INS2990	Coding Certification Preparation	4
MED1010	Medical Terminology	4
MED1020	Medical Law and Ethics	4
MED2200	Medical Office Administration	4
MED2210	Medical Office Software	4
PHM1140	Pharmacology	4
PHY1020	Anatomy and Physiology I	4
PHY1030	Anatomy and Physiology II	4
PHY1260	Pathophysiology	4
CPU1000	Computers and Office Automation	4
CD1000	Career Development	0
GS1000	Success Strategies	6
EXT2910	Medical Reimbursement Externship or Elective	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM1050	Composition I	4
PSY1060	Psychology	4
MAT1500	Introductory Algebra	4
	Elective	4

Number of Credit/Clock Hrs. in Specialty Courses: 74   /   94   Percentage: 83%

Number of Credit/Clock Hrs. in General Courses: 16   94   Percentage: 17%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: /   Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
Indianapolis Northwest Location:

Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM
In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources though our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:
Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

4. Other library facilities in close geographical proximity for student access:

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

IV. FACULTY: Indianapolis Northwest
Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation **pertaining to the qualifications of each instructor**

Total # of Faculty in the Program:	**4**	**Full-time:**	2	**Part-time:**	2

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	**Part-time**
Colin, Angel	A.S.	4	3			X
Cuautle, Keah	MBA	3	4	2	X	
Oliver, Abigail	MRT	26	7		X	
Mercer, Kristen	B.A.	20	6 mos.			X

Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Harrison College**
Degree Program: **Medical Reimbursement Technology, AAS**
Locations: **Indianapolis Northwest**

State Licensure
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

+++

Professional Certification
What are the professional certifications that exist for graduates of similar program(s)?

The professional certifications available are the Certified Professional Coder (CPC), Certified Professional Coder-Payer (CPC-P), and the Certified Coding Associate (CCA)

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

While graduates of this program do not need national professional certification in order to obtain employment in the field, there are nationally recognized certifications for which students are prepared to take.

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Graduates from the Medical Reimbursement Technology program are eligible to take entry-level medical coding or billing certification exams through two nationally recognized organizations.

The American Academy of Professional Coders (AAPC) offers the

- **Certified Professional Coder (CPC) a**
- **Certified Professional Coder-Payer (CPC-P)**

The American Health Information Management Association (AHIMA) offers the
- **Certified Coding Associate (CCA)**

Please explain the rational for choosing each professional certification:

Graduates of the program will be prepared and encouraged to take the CPC, CPC-P, or CCA credentialing exam to obtain a national professional certification to have substantially better prospects for employment. The AAPC and AHIMA are the largest nationally recognized medical coding organizations.

Although obtaining a credential is not required for employment in the field, employers seek applicants with proven knowledge in medical coding and billing. In addition, some employers limit access for data entry into electronic medical records unless the individual has a recognized credential.

Please identify the single course or a sequence of courses that lead to each professional certification?

The INS2990 Coding Certification Preparation Capstone course includes a comprehensive review and knowledge assessment in preparation for taking a national credentialing exam.

Professional Industry Standards/Best Practices
Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

The courses taught within the Medical Reimbursement Technology program incorporate professional medical coding and billing industry knowledge expectations for best practices.

If so, please identify
The specific professional industry standard(s) and/or best practice(s):

The following are examples of key summary level program concepts that incorporate professional industry knowledge expectations for best practices established by the AAPC and AHIMA billing and coding certification exam content:

- **Human anatomy**
- **Medical terminology**
- **Types of health insurance plans**
- **Health care federal, state, and local laws and regulations**
- **Coding codes and guidelines**
- **CPT**
- **HCPCS**
- **ICD-9 & ICD-10**
- **Medical records**
- **Patient data entry**

- **Practice management software**
- **Health claims forms**
- **Billing and reimbursement processes**
- **Chart audits**
- **Compliance procedures and practices**
- **Ethics**
- **Patient advocacy**

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The American Academy of Professional Coders (AAPC) and The American Health Information Management Association (AHIMA) are the major national professional organizations that set the industry education standards for the coding and billing education expectations for best practices.

+++

Program Accreditation
Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

The state of Indiana does not require specialized licensure or certification to work in the Medical Reimbursement Technology field, therefore specialized accreditation for the Medical Reimbursement Technology program is not required.

If so, please identify the specialized accrediting agency:

+++

Transferability of Associate of Science Degrees
Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

No.

If so, please list the baccalaureate degree(s):

+++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Graduates of the program can pursue Medial Coding Specialist, Medical Biller, Health Insurance Specialist, Cancer Registrar, Medical Records Technician, and Medical Reimbursement Technologist employment opportunities.